


VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(8/08)

Description of Position	TITLE OF POSITION: Institution Attendant (Psychiatric)	CLASSIFICATION CODE: 02153201
	SALARY RANGE: \$32632 - \$35446 314A	REFERENCE POSITION NO.: 01072-10000-2743
	Department or Agency Name BHDDH	APPLICATION PERIOD: 5/27/11 TO 6/2/11
	Division/Section/Unit HOSPITAL & COMM REHAB SVS	GRACE PERIOD ENDS 6/5/2011 AT 4:00 PM
	Assignment(s) / Comments **AM 11 - DAYS OFF TUE/WED	
	Shift and Days: **3RD	Job Location: ELEANOR SLATER HOSPITAL HOSPITAL
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name of Bargaining Unit Union: COUNCIL 94/LOCAL 1350	
	There is* ___ is not ___X___ a Civil Service List for this position See A/B or Both for Specific Instructions	
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position	
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	
	<p>*** In certain agencies, bargaining unit employees will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NOT A CURRENT EMPLOYEE APPLICANT</p> <p>If indicated above that you will be applying for a position, you must not be in the class of position, or be in State service to apply. All information requested on the application form must be provided. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, please write "N/A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	TO PROVIDE DIRECT CARE AND TREATMENT TO SEVERELY AND CHRONICALLY MENTALLY DISABLED PATIENTS AND EXERCISE CUSTODY AND SUPERVISION OF SUCH PATIENTS CONSISTENT WITH NURSING CARE AND TREATMENT PLANS; TO DO RELATED WORK AS REQUIRED .	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	<p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>EDUCATION: SUCH AS MAY HAVE BEEN GAINED THROUGH: COMPLETION OF 8 SCHOOL GRADES OR EXPERIENCE: EMPLOYMENT IN A PRIVATE HOSPITAL/CLINICAL PROGRAM INVOLVING THE CARE/CUSTODY/TREATMENT/REHABILITATION OF SEVERELY & CHRONICALLY MENTALLY DISABLED PERSONS . OR, ANY COMBINATION OF ED/EXP THAT SHALL BE SUBSTANTIALLY EQUIVALENT TO THE ABOVE ED/EXP. SPECIAL REQUIREMENT: AT THE TIME OF APPOINTMENT, MUST BE REGISTERED AS A NURSING ASSISTANT BY RI DEPT. OF HEALTH PER GENERAL LAWS OF RI AND MUST MAINTAIN SUCH REGISTRATION AS A CONDITION OF EMPLOYMENT.</p>	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: PLEASE</p> <p>US MAIL ONLY</p> <p>GAIL KRIKORIAN OHHS Human Resources Service Center Benjamin Rush Bldg. 55 Howard Ave. Cranston, RI 02920</p>	
	<p>TTY/TDD #: 711 (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER